

THE FOOD WASTE IN SCHOOLS PROJECT




LOVE
FOOD
hate waste

MONITORING TOOLKIT

for Teachers and Pupils



A collage of fresh food items including potatoes, a partially eaten apple, lettuce, beans, and berries. The text is centered in a white box with a blue border.

Welcome to the Food Waste Monitoring Kit from Zero Waste Scotland. This kit will guide you through the monitoring of your daily canteen plate waste, consisting of food waste from school lunches and packed lunches. You will also measure any liquid waste left over from cups, juice cartons, milk and soup.

For Scotland to be successful in achieving the Scottish Government's target of 33% food waste reduction by 2025, we all have to take an active part in reducing the amount of food being wasted. This is a whole school approach; everyone will have a role to play and every role is important.

Measuring and monitoring your food waste is the first step to addressing food waste prevention. It helps to set a baseline that you can monitor your progress against, and it helps to identify key waste areas in order to pin point where improvements can be made.

This Food Waste Monitoring Kit is part of the Autopsy Lesson under the Love Food Hate Waste Resource Pack. This Autopsy Lesson is the first of a series of lessons which will further enhance the learning about the negative impacts of food waste and how it can be avoided.

Never underestimate your power to make a difference and remember to share your successes within your school and with others.

FOOD WASTE MONITORING INSTRUCTIONS

STEP 1 Set up food waste monitoring area

You will need:

- Bins
- Bio Bags
- Measuring Jug
- Digital Scales
- Waste Warrior High Viz
- Paper Towels
- Monitoring Sheets
- Risk Assessment Sheet
- Pens

STEP 4 Measure

Once all lunches have been cleared, collect the digital scales and monitoring sheets. You can now measure and note down food waste from each bin and any liquid waste in the jug.

STEP 2 Make sure area is risk free

Check your risk assessment form.

Make sure Waste Warriors and Catering Staff are given instructions regarding risks.

STEP 5 Tidy up

- Clear away bio bags and liquid into appropriate waste collection vessels.
- Clear away the food waste monitoring station.
- Clean down all measuring containers and high viz.
- Keep your food waste kit together and in an accessible place for the next day.

STEP 3 Keep the message simple

All food waste goes into the bins for weighing and all waste liquid in measuring jug.

Waste Warriors will each have a role: help children scrape away food from plates; squeeze liquid out of cartons into the jug; keep area tidy and wipe up spills and observe what food types are going into the waste bin.

STEP 6 Results

The day's figures can now be added to your spreadsheet and any other information that has affected the day's results.

IDEAL FOOD WASTE MONITORING AREA

The Waste Warrior Team will spend the lunchtime helping to collect all the food waste for measuring. Once all lunches are finished, they can start to weigh and measure the food and the liquid waste.

One of the Waste Warriors will write down and add up the totals for each of the waste bins. You will need to work quickly as the catering team will be keen to clean up. The monitoring and weighing will take most of the lunchtime and you may need 10mins after the school bell to help clear up.

Once equipment has been cleaned and put away the Waste Warriors can gather all their monitoring sheets for later analysis.



- 1** Assign the different roles to each Waste Warrior; gather up the equipment needed and set up the monitoring area. This will take around 15mins and then your team can go for an early lunch.



- 2** Make sure bin/bins are clean, place a bio bag liner inside each one. Place bins within easy access for pupils to deposit their leftovers.



- 3** Place measuring jug on table near to food waste bin to collect unwanted liquids.

- 4** Once lunchtime is finished, use the digital scales and monitoring spreadsheets to record the collected food waste. Record the weight in kgs.



RISK ASSESSMENT FORM

Location: _____ Date: _____

Risk = Likelihood X Severity

Likelihood of occurrence

- 1 Highly unlikely to occur
- 2 May occur but very rarely
- 3 Does occur but very rarely
- 4 Occurs from time to time
- 5 Likely to occur often

Severity of outcome

- 1 Slight inconvenience
- 2 Minor injury requiring first aid
- 3 Medical attention required
- 4 Major injury leading to hospitalisation
- 5 Fatality or serious injury leading to disability

Hazard and area	Possible injury	Existing controls	Likelihood (number)	Severity (number)	L x S = risk	Action to take
Food waste monitoring area	Trips/falls	Safety brief to be given to all.	2	2	4	Ensure safety brief given, first aid box easily accessible. Ensure on setting up that all boxes/banners any obstructions are moved away from the area so that no trips/falls likely.
Moving equipment and other items	Strains/muscle pulls	Manual handling training for team member and assistant.	2	2	4	Before moving equipment, walk the route ensure it safe to carry items.
Spills: Liquid and food waste	Trips/falls		5	4	2	Ensure all spillages are cleaned up immediately.
Hygiene: Keep self free from food contamination	Contamination from food waste resulting in food borne illness	Follow basic rules of hand washing. All children and adults to wash hands during monitoring if necessary, and after monitoring of food waste.	2	2	3	Waste Warrior High Viz to be worn, hair tied back and bulky jewellery removed. Full briefing to take place prior to monitoring.
Food allergies	Allergic reactions	Food ingredients will be listed. Any allergies to be checked beforehand. Appropriate preventative measures per person if allergies known.	3	4	5	Ensure meals are labelled clearly, with allergens and ingredients clearly marked.

RISK ASSESSMENT FORM

Location: _____ Date: _____

Risk = Likelihood X Severity

**Add any specific risks for
your own space and school:**

Likelihood of occurrence

- 1 Highly unlikely to occur
- 2 May occur but very rarely
- 3 Does occur but very rarely
- 4 Occurs from time to time
- 5 Likely to occur often

Severity of outcome

- 1 Slight inconvenience
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Hazard and area	Possible injury	Existing controls	Likelihood (number)	Severity (number)	L x S = risk	Action to take



FOOD WASTE MONITORING 1

Day: _____

Date: _____

**LOVE
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Packed lunch waste

Total:

_____ Kg

Food waste from plates

Total:

_____ Kg


Your school day – what is happening?

Liquid waste

Total:

_____ Litres

Use this sheet to record your daily dinner hall waste





FOOD WASTE MONITORING **2**

Week Comm: _____



	Packed lunches waste	Food waste from plates	Liquid waste	Your school day – what is happening?
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
	Total: _____ Kg	Total: _____ Kg	Total: _____ Litres	



Use this sheet to record your weekly dinner hall waste.



FOOD WASTE MONITORING 3

Week Comm: _____



Week 1

Week 2

Week 3

Week 4

Week 5

Packed lunches
waste

Food waste from
plates

Liquid waste

Your school day –
what is happening?

Total:

_____ Kg

Total:

_____ Kg

Total:

_____ Litres

Use this sheet to record your weekly dinner hall waste.



FOOD WASTE MONITORING 4

Day: _____

Date: _____

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Staffroom waste

Total:

_____ Kg

Breakfast club waste

Total:

_____ Kg

After school club - school food events

Total:

_____ Kg

Liquid waste

Total:

_____ Litres

Use this sheet to record any other food waste that might be created in addition to lunch time sources.

FOOD WASTE MONITORING 5

Day: _____

Date: _____

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Meat

Beef Mince/
Mince Pie

☐

Pork
Sausages

☐

Meat Curry

☐

Steak Pie

☐

Beef Burger

☐

Chicken/
Chicken
Fingers

☐

Roast Beef

☐

Haggis

☐

Stovies

☐

Roast Pork

☐

Fish

Fish Fingers

☐

Breaded
Fish

☐

Salmon Fish
Fingers

☐

Tuna Mayo

☐

Dairy

Ice Cream

☐

Custard

☐

Macaroni
Cheese

☐

Yogurt

☐

Bakery

Sandwich

☐

Muffin

☐

Garlic Bread

☐

Cake

☐

Biscuit

☐

Caramel/
Chocolate
Sponge

☐

Caramel Tart

☐

Paninis

☐

Fruit

Fruit Crumble

☐

Apple Tart

☐

Jelly

☐

Apple

☐

Grapes

☐

Banana

☐

Melon

☐

Pear

☐

Vegetables

Soup

☐

Mashed
Potato

☐

Baked Potato

☐

Tomato
Bolognaise

☐

Salad Bar

☐

Carrots

☐

Peas

☐

Turnip

☐

Cabbage

☐

Other

☐☐☐☐☐☐

Use this sheet to record the main types of food waste that you see.



GIVE US YOUR FEEDBACK

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Draw or write your ideas about how to reduce food waste in your school.



This toolkit has been developed by Forth Environment Link (FEL) in partnership with Zero Waste Scotland. FEL acknowledges the support and enthusiasm of the North Ayrshire and Stirling Primary Schools who have been involved with rolling out the Food Waste in Schools Project.

Thank you to the teachers, catering teams and the pupils for opening their doors and bins to us.

Thank you to The Write People who put colour to our ideas.

